

External - Job Order Detail
STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

Department: DEPARTMENT OF LABOR & INDUSTRY
Division: OFFICE OF COMMUNITY SERVICE
Date Posted: 04/02/2008
Job Category: Office and Administrative Support
Position Number: 66200003
Position Title: INTERNSHIP – ADMINISTRATIVE ASSISTANT
Location: HELENA
Job Status: Part Time Temporary
Salary: \$8.34
Salary Unit: Hour
Shift: Daytime
Band: 2
Closing Date: 04/30/2008
Supplement Required: No

Applications must be received by 5:00pm on the closing date.

Apply to your Local Montana Job Service Center

- OR -

State Agency:

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

Phone: (406) 444-3710

Fax: 444-3685

TTY: 444-0532

E-mail: dliapps@mt.gov

Special Information:

For further information about DLI agency and job application materials see:

<http://dli.mt.gov/jobopenings>.

This announcement will fill a summer internship position within the Office of Community Services. The majority of the work will be in an office environment; however, occasionally some travel may be necessary including in-state overnight travel.

Duties:

The position will work with the Federal Grants Officer performing basic office and financial work as well as some research work. The position will also assist the CERT Coordinator in setting up training events over the summer months.

This position may spend a large portion of the day communicating via the telephone.

Competencies:

The candidate would need to possess good verbal and written communication skills, especially Word and Excel; computer skills; organizational skills and relationship building skills.

The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these values.

Education/Experience:

Must be enrolled in an accredited school, college or university and be declared in a major that would benefit from knowledge of community service opportunities and administrative procedure.

Applicants will need to submit a copy of their working transcripts that includes declaration of major.

Application materials required initially for this position include the following:

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

Applications materials required are:

1. Signed and completed State of Montana Employment Applications (PD 25).
2. Applicants **claiming the Veterans' or Persons with Disability Employment Preferences** (PD-25A) must provide verification of eligibility with the application materials.
3. Copy of working college transcripts.

*Application materials can be obtained from any Job Service office or downloaded from <http://mt.gov> or <http://dli.mt.gov/jobopenings>. Applications must be received by 5:00 p.m. on closing date. Applications will be rejected for late, incomplete or unsigned application materials. Typed signatures will be considered.